

## BOROUGH OF WILKINSBURG

JOB TITLE:           **JUNIOR CIRCULATION CLERK**, CHILDREN'S LIBRARY  
DEPARTMENT:       LIBRARY  
REPORTS TO:         LIBRARY DIRECTOR  
LAST REVISED:      MAY 2023

**POSITION PURPOSE AND OBJECTIVES:** The Children's Junior Circulation Clerk performs library service work assisting the public with the borrowing process and the location of books, media, and easily factual information. The work is performed under the supervision of the Library Director. This position is included in the Borough's SEIU Contract.

### **ESSENTIAL JOB FUNCTIONS:**

- Administers and may supervise the registration of new patron process
- Assists with library displays as needed
- Assists patrons with computer, laptop, tablet, and other mobile devices
- Assists patrons in the use of library equipment
- Assist patrons with reference questions
- Directs patrons to library material locations
- Oversees the daily paging/holds/reservation requests from other libraries
- Assists with circulation procedures
- Shelves and organizes library materials
- Assists in supervising children and family to form a cooperative, safe environment.
- Suggests purchase of books, publications, documents, audio-visual equipment and other materials.
- May assist in cataloging and classifying library materials; maintains an accurate, up-to-date database of library holdings; and physically processes items being added to and withdrawn from the collection
- Repairs or returns damaged materials, as appropriate
- Some supervision of Library Assistant Services and Library Aides
- Performs related duties as assigned by the Library Director or Children's Department Manager

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Able to pass criminal background check and drug testing.
- Knowledge of library rules, policies and procedures, as well as have competency in office equipment, computers, e-readers, mobile devices, internet searches and database usage.
- Requires the ability to maintain accurate records through electronic and paper systems
- Ability to use Microsoft Office, including MS Word and Excel, and any current or other future computer platform for documentation
- Ability to operate and have knowledge of computers
- Skills of verbal and non-verbal conflict resolution
- Ability to establish and maintain effective working relationships with library personnel and the public is required, as well as the ability to understand and follow oral and written instructions.

- Ability to work with patrons in a friendly and tactful manner
- Must possess a valid PA Driver's License.

**PHYSICAL DEMANDS:** (ACTIVE) Requires standing for varying time limits, bending, lifting (at least 25 pounds), stretching, sitting, normal corrected vision and hearing, operation of office equipment.

**EDUCATION, TRAINING AND EXPERIENCE:** A high school diploma or equivalent and at least a two-year college or university degree is required. Transportation is required. PA State Police Criminal record check, PA Child Abuse History clearance and FBI fingerprints are required to begin work.

**DISCLAIMER:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the Junior Circulation Clerk.

Approved: \_\_\_\_\_  
Department Head

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Borough Manager

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Original Approval

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Revised